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ENGLISH

Notice Writing

What is a Notice?

A notice is a kind of an advertisement aimed at informing people about some upcoming event or new openings. They may include announcements about extracurricular activities at schools or public events like discount sales or social service camps.

The main purpose of a notice is to grasp the attention of the masses and encourage them to participate in the event described. It should carry all the relevant information so as to avoid any kind of misunderstanding in the minds of the readers.

Format of a Notice

NOTICE

(Heading of the Notice)

Issued By (Name of the organisation issuing the notice)

Date

Details of the Event

(Here describe the event and mention all the relevant details pertaining to it.)

Contact Details

Name and

Designation (of the person issuing the notice)

Tips for Writing a Notice

- The heading should be self-explanatory and crisp at the same time.
- Ensure that basic information like contact details and the detail of the event are listed accurately.
- The sentences in the body should be short and easy to understand. They should be easy to absorb in the passing.
- Suitable decorative templates could be used to grasp the attention of the readers; however, these templates should not be allowed to interfere with the content of the notice.
- Hard and fast grammatical rules do not apply to notices. You could use capital letters in the middle of sentences to highlight words. Underlining and use of short phrases are also accepted.
- Attempt to make the reader feel involved by using personal pronouns like *you*, *your* and *us*.

Sample Notices

Sample 1

Mrs Usha Patil, Principal, New Horizon High School, notifies all about the absence of the summer club this year due to maintenance work of school during the vacations.

NOTICE

School closed from 26th April-14th June 2015

New Horizon High School
24 March 2015

This is to inform you that the school will not organise the summer club this year.

Keeping in mind the poor condition of the school building, it is decided that the maintenance work of the structure needs to be undertaken at the earliest.

The last working day of school will be the 25 April following which it will remain closed for all until the start of the next academic year, i.e. on the 15th of June.

Mrs Usha Patil
The Principal

Sample 2

Vice Principal Mr K Rathod of XYZ High School warns against disciplinary actions against indisciplined students

NOTICE**Disciplinary Actions against Guilty Students**

XYZ High School

19th April 2015

It has been observed that many students are indiscriminately breaking school rules and influencing others to do the same.

We would like to remind you that leaving your class during lectures, loitering around the school building or playing in the compound in the absence of a teacher is not permitted and will be recognised as a violation of school rules.

Remember that the absence of the principal gives all the more rights to the disciplinary authorities to punish you. Strict actions will be taken as and when any student is found guilty of such actions.

We therefore urge everyone to be conscious of their behaviour to avoid being penalised.

By Order,

Mr K Rathod
Vice Principal

Sample 3

Shilpika Rane, President (Dramatics Association) notifies about the annual play of the S.V. Raman School Dramatics Association.

NOTICE**Dramatics Association's Annual Play**

S.V. Raman High School,
23rd November 2015

This is to bring to your notice that the Dramatics Association will be holding its annual play at the 3rd floor auditorium this weekend.

The play is open to all. The entry fee is priced at Rs 10 for students and Rs 20 for teachers and staff.

It is compulsory for all members of the Association to be present.

Shilpika Rane
President (Dramatics Association)

Venue: 3rd Floor, S.V. Raman School Hall

Date: 28th November 2015 (Saturday)

Time: 7.00 PM–10.00 PM